

The Aspotogan Heritage Trust

BOARD OF DIRECTORS 5:30 P.M., November 19, 2015 10 Pte. Richard Green Lane Hubbards, Nova Scotia

Present: Floyd Shatford (Chair), David Bond, Scott Hogue, Janet Irwin, Joanne Lovett and Gayle Shanks, Leslie Taylor, and Christine Waller
Guest: Stu Carson
Regrets: Sarah Archer, Janet Fryday Dory and Andy Hare
Staff: Kathryn Gamache
Recorder: Samantha Wilson

1. **Call to Order** – Floyd Shatford, Chair, called the meeting to order at 5:45 P.M.
2. **Financial Planning in support for the Strategic Plan**
Guest, Stu Carson, Portfolio Manager – Stu provided an update on the Aspotogan Preservation Trust portfolio. Items of note included capital preservation, muted returns, and investment in niche stocks.
3. **Approval of Consent Agenda** – the Committee approved the following items received in packages prior to the meeting; *Minutes of the meeting held Oct 22, 2015, Staff Report*, and the *Monthly Financial Summary*.

Motion: to approve the consent agenda as circulated.

Moved by: Joanne Lovett Seconded: Gayle Shanks
Motion carried.

It was requested that “Action Items” be added to the agenda moving forward as a way to capture any discussion that might come out of the consent agenda not covered elsewhere in the meeting.

4. **In Camera** – *not required*
5. **Report from In Camera** – there was none.
6. **Business arising from the minutes-** there was none.
7. **Committee Reports** –
7.1 **Executive Committee** – the Committee met on November 12 and discussed the following:

Strengthening the Volunteer Sector

RBC Visa/ Debit credit machine – the machine was used for the first time at Girls Nite Out and was a great addition to their community fundraiser. The Board agreed that at this stage, not enough is known about the fee structure to make long-term plans surrounding actual costs to community groups for machine use. For the first twelve months, fees will be covered by the Community initiative funds unless an exceptionally large transaction is made.

Board Volunteering – the Executive would like to suggest that AHT board members offer their service as volunteers at two community events this year and staff will discuss this idea further with the Hubbards Area Lions Club and the District #1 Community Centre. A variety of methods to enhance Aspotogan Heritage Trust’s community presence was discussed. Challenges and opportunities of event volunteering was discussed but it was felt that this model which is similar to Scotiabank’s presence at community events was a good move for the AHT board of directors at this time.

Enhancing Community Collaboration/ Promoting Sustainable Community Development: the Committee suggested that each board member be assigned one or two communities group to connect with. From a community list distributed at the meeting, directors were asked to highlight organizations they are, or have been involved with and which groups they would like to be assigned. It is a good opportunity to meet with and understand first hand, community needs and potential partnerships. The idea came from Executive Director’s experience with Chebucto West Community Health Board where she was assigned two groups to connect with periodically throughout the year. The task was not designed to be onerous and would consist of checking in on an assigned group once or twice a year. The board discussed the Executive Director’s commitment to community events and meetings and felt being allocated a community group would alleviate some of the Executive Director’s additional work commitments. Further work and discussion will take place before implementing this approach.

Increase Communication and Marketing – the board spoke about what AHT does and various methods that staff can use to increase communications. Ideas discussed included “20 years; 20 stories” to highlight the projects supported by AHT in reaching its millionth dollar allocation, creating director briefing notes and web-based story-telling. Directors were asked to think back on projects and grants that stand out for them. The simple act of story-telling was highlighted as a way to continue to tell AHT’s message. The idea of hosting an event for past board members was discussed as a way to capture their memories of AHT throughout the years.

Financial Planning in Support of the Strategic Plan – The Committee discussed building contingency funds and ways to incorporate this into future budgets. The Committee will meet in December to clear agenda items ahead of a full budget review in March 2016. This Board will not meet in February to allow the focus groups to meet and continue their work plan discussions for the upcoming year.

7.2 Community Development Committee – the Committee met on November 9 and discussed the following:

Staff Approved Grants (\$500): Girls Nite Out; Municipality Of the District of Chester Firefighters Recognition Dinner; Aspotogan Recreation Association Newsletter.

Educational Supports - A local youth from Fox Point has been selected to join the Canada Cuba Goodwill Tour (baseball exchange program). The board made the following motion:

Motion: **to approve \$150 educational support funding to Colin Kennie for the Canada Cuba Goodwill tour**

Moved by: Leslie Taylor
Motion carried.

Seconded: Scott Hogue

Hubbards Nursery School - Hubbards Nursery School President, Shaina Falcone submitted a letter regarding current enrolment numbers and pre-school scheduling. In past years the Nursery School has received funding to offset the costs for every child. This fee structure is planned for 2015/16. The board made the following motion:

Motion: to approve \$1000 for the Hubbards Nursery School 2015 – 16 daycare subsidy

Moved by: Leslie Taylor
Motion carried.

Seconded: Joanne Lovett

Community Initiative, Municipality of Chester Transportation Society - are requesting funds to support the community-based transportation service.

Motion: to approve \$10,000 in support of Community Wheels transportation initiative

Moved by: Leslie Taylor
Motion carried.

Seconded: Joanne Lovett

St. Margaret's Bay Rails to Trails Association – Fitzroy River Bridge deck and stinger needs replacing. Since its construction in the 1990's the trail has experienced increasing usage from all communities along the trail and from users who commute from other communities. The board made the following motion:

Motion: to approve \$4,000 for the St. Margaret's Bay Rails to Trails Association - Fitzroy River Bridge Deck & Stringer replacement project.

Moved by: Leslie Taylor
Motion carried.

Seconded: Christine Waller

The board like the new reporting feedback form which was implemented around six months ago. The information provided on community partnerships; last AHT grant received; and organization overview is helping reduce further questions at the board table.

8. Other business

Giving Tuesday – After Black Friday and Cyber Monday there is Giving Tuesday, which this year falls on December 1st. This day is dedicated to promoting the importance and impact of donations to charities and giving of your time to supporting communities. AHT are participating in promoting this event this year.

Community Garden – Blandford Parish received \$2,000 grant funds from Chester Municipality to support a green house project; a project they are not able to take on at this time. The board agreed with the Executive Director that this is a project AHT will undertake as part of the community garden efforts already in place. Directors discussed green house plans and opportunities for partnerships.

Meeting Process – The Chair requested feedback on the new meeting structure after moving to the new consent agenda format and the creation of more information working groups. The new format is working well but with this discussion-based style of meeting it is easy for topics to get lost in the conversations between board members. Directors were reminded to be mindful of this.

Chester ReVision Planning Sessions – There was a small turnout in Blandford and around 25 attended the meeting in Hubbards. Overall the conversations were good and the Municipality will continue to survey residents before moving forward with draft proposals.

9. **Time, date and location of next meeting** – The next meeting will be at 5:30 p.m. on Thursday January 21, 2016 at the Aspotogan Heritage Trust office.

10. **By the Way** – Directors highlighted the following:

- AHT Christmas social, December 5th at 6 p.m.

11. **Adjournment** –

Motion: to adjourn

Moved by: Christine Waller
Motion carried.

Seconded: Gayle Shanks

Meeting was adjourned at 7:40 P.M.